

High School CAMPUS CAFE 2007-08 SCHOOL YEAR

Our staff would like to welcome all students and hope they will take advantage of the variety of lunches served at your school. Whether your student has lunch with us everyday or only on occasion, your business is important to us. Our goal is to provide a healthy environment and we are always looking for ways to improve our meal selections and services.

We offer the ADVANCE PAYMENT COMPUTER SYSTEM - this allows you to prepay for your student's lunches. All students have a student ID card with a district assigned number. The Bar Code on the ID card is scanned whenever a student is provided services in the cafeteria. The registers do accept cash; however, using the ID card will provide much faster service. Students with low balances are notified by the cashier, suggesting they add funds to their account.

<• To make a deposit:

1. Send a check (made out to Bloomfield Hills Schools with students name in memo area)
2. Cash All deposits(cash or check)are made at the register in the cafeteria.
3. Credit card payments are made through [www. Cafeprepay.com](http://www.Cafeprepay.com) (more info on back)

* **FUNDS MUST BE IN THE ACCOUNT TO USE THE DEBIT SYSTEM**

Bloomfield Hills Schools will not provide lunch for students with a continual negative balance.

*> Campus Cafe will not cash checks for students. We will assume that checks brought to the cafeteria are intended only for school lunch.

*> There is a \$20.00 charge for all returned checks, which is deducted from your student's account.

<» Balances at the end of each school year remain on student's account.

* Free and Reduced forms must be filled out each year, you can obtain a form at your school office or on www.bloomfield.org.

We look forward to the new school year. Menus can be viewed on www.bloomfield.org. If you have any questions regarding the lunch debit system or school lunch, please call Campus Cafe at 248-341-5881.

Sincerely,
Debra L. Stoops
Food Service Director

August 1, 2007

Offered for your Convenience

To help simplify payment of deposits for school lunch, Bloomfield Hills School District is enrolled in an internet-based service called Cafe Prepay. The Service is a website where you can pay for school lunch, using your Visa, MasterCard, or Discover Card. Participation in this service is voluntary and you may enroll at any time.

Businesses that accept credit cards must forfeit a percentage of the sale to the credit card company as well as pay a transaction fee and a monthly fee. We simply cannot afford to absorb these fees. The Cafe Prepay service was implemented in October 2000 by Comalex, Inc. to collect credit card payments on behalf of school districts across the country.

By collecting your credit card payment, Comalex, Inc. must pay a percentage of the sales as well as a transaction fee to the credit card company. They must also pay the bank a fee for wire transferring your payments to the school. In order to keep this service free to our school district, Comalex adds a 6% service fee to each transaction. The service fee covers the cost of processing your credit card payments, as well as the cost of maintaining the Cafe Prepay website..

To use this service, you must first enroll on the Cafe Prepay website. This site can also be accessed through the Bloomfield Hills web site. You will choose a login name, which you will use each time you make a payment on the website, and a valid email address, where payment confirmations will be sent by Comalex. Visit the website for more information. The website address is at the bottom of this letter. If you have questions that are not answered on the website, we encourage you to use the link and contact Comalex, Inc. or contact the school Food Service Department at 248-341-5881.

Once you have enrolled on the Cafe Prepay website and received your password from Comalex, you will then be able to log in and enter your personal information. All personal information is stored in a secure, offline database and is accessed only to process payments and send payment confirmation via email. The school will receive a list of payments each morning via fax and/or email.

Cafe Prepay has provided efficient accurate services and families that have taken advantage of this system have been very satisfied.

Sincerely,

Debra L stoops

Food Service Director

<http://www.CafePrepay.com>